

# **Aneurin Bevan Overseas Nurse Recruitment Campaign Specification 2019-2020**

**Contents Page:**

<b>Section</b>	<b>Content</b>	<b>Page</b>
Section 1	General Background on the Health Board	3
Section 2	Current Situation within the Health Board	3-4
Section 3	Aims and Objectives of the Health Boards Overseas Nurse Recruitment Campaign	4
Section 4	Specification outlining service required from HCL	5-6
Section 5	Health Board Support	7
Section 6	Overseas Nurse Benefit Support Package	8-9
Section 7	Payback Arrangements	9-10
Section 8	Additional Contract Terms	10-11

## **Section 1: General Background on the Health Board**

Aneurin Bevan University Health Board employs over 13,000 staff, two thirds of whom are involved in direct patient care. There are more than 250 consultants in a total of over 1000 hospital and general practice doctors, 6,000 nurses, midwives, allied professionals and community workers. The Health Board was granted University status in December 2013, this recognises the significant role the Health Board has played in Education and Training in the NHS in Wales for many years.

The Health Board is responsible for the healthcare of more than 600,000 people living in south east Wales, approximately 21% of the total Welsh population. The Health Board provides primary and acute services, plus a wide range of community and mental health care, with acute hospitals at Newport, Abergavenny and Caerphilly supported by community hospitals and extensive community, general practice, mental health and learning disability services.

The Board has three acute hospitals and twelve other hospitals and opened two new local general hospitals in 2010 and 2011, both of which are 100% single room environments. In October 2016 the Welsh Government announced its £350m investment in The Grange University Hospital, a state of the art Specialist and Critical Care Centre. We are now on-site, building the most innovative hospital environment in a generation which is due to open in April 2021.

This will set a new strategic direction for the development of clinical services across south east Wales, providing a new model of care to re-balance care between primary, community, secondary and tertiary services enabling high quality access to specialist and major emergency care.

The Board covers a key geographical area on the picturesque Welsh border, with Cardiff and Bristol within easy commuting distance and direct links by road and rail to major UK centres such as London, Birmingham and Manchester. Gwent is dissected by the M4 motorway corridor – and with the removal of the tolls to cross the Severn Bridge it has never been more accessible.

Aneurin Bevan University Health Board can offer you a great place to live and work, as well as the opportunity to develop and progress your career. Check out our recruitment website for further information and take a look around our Health Board and areas, <http://www.abuhb-jobs.co.uk>

## **Section 2: Current Situation within the Health Board**

This is an exciting time within Wales to be joining the NHS, offering opportunities to be part of the NHS revolution in Healthcare in Wales.

The NHS across Wales is transforming, and leading the way in delivering system-wide improvements is Aneurin Bevan University Health Board, in South-East Wales. An exciting set of opportunities have been developed in line with our unique and exciting Clinical Futures Model meaning you would be joining ABUHB at a truly once in a generation era.

Our innovative Clinical Futures programme is building on local Health, Social Care and Well Being Strategies that have been developed by local health boards and their partners, bridging all aspects of primary, community and secondary care and you could be a part of its plans to deliver the best to our patients and communities.

There are a wide-range of nursing career opportunities available within the Health Board with approximately 350 Registered Nurse vacancies and a potential requirement for an additional nursing workforce to support new models and open The Grange University hospital.

We have developed a 12 month registered nurse recruitment plan and implemented a new All Wales student streamlining for newly qualified nurses. However our vacancy forecasting demonstrates the requirements to explore other recruitment streams, such as overseas recruitment of registered nurses.

The Health Board is committed to achieving the highest standards of healthcare services and providing a safe, healthy, and fair working environment, where all staff are treated with dignity and respect and we are passionate about improvements.

There are flexible working arrangements available and all staff can access an excellent range of additional benefits and services.

The Health Board scores particularly well for its engagement activities, with dedicated programmes and staff ensuring staff feel informed and included.

### **Section 3: Aims and Objectives of the Health Boards Overseas Nurse Recruitment Campaign**

The Health Board in conjunction with HCL undertook an overseas nurse recruitment campaign in conjunction with other Welsh Health Boards in late 2015, actively recruiting from within Europe and the Philippines in February 2016.

Over the last 18 months the market place has changed with training to support overseas nurses improved, there has been a lowering of the IELTS writing requirement to 6.5 and an acceptance of the Occupational English Test (OET) by the NMC.

There is an immediate pressure to recruit into the large number of vacancies within the nursing establishment to ensure that workforce numbers are sufficient to meet current demands.

The Health Board have re-engaged with HCL to support a revised overseas nurse recruitment campaign. We plan to engage with small numbers initially with this arrangement being reviewed after 6 months from commencement of the contract joining the Health Board. This is to ensure the Health Board are reviewing the capacity within the HB to support individuals to meet the NMC requirements at OSCE and to ensure the nurse pathway is meeting the Health Boards specific requirements. The number of new starters stated within this specification has taken into account the support required and this can be reviewed as the nurse campaign progresses.

The Health Board will continue to recruit ad-hoc nursing applicants directly from the UK and Overseas on submission of completed application forms through NHS Jobs and Trac Jobs.

## **Section 4: Specification outlining service required from HCL**

ABUHB will require HCL to provide a robust Implementation plan, outlining the business process to be undertaken, with key timescales and deliverables, including proposed marketing and recruitment campaigns.

Specific breakdown of requirements for the Health Board from HCL are noted below: -

- To support the Health Board to source Registered Nurses for General Medicine and Surgery ward vacancies; the Health Board is able to support newly qualified nurses for these vacancies. The Health Board will be looking for HCL to provide a reasonable proportion of newly qualified nurses, providing experienced nurses up to 40%.
- HCL to target nurses with their IELTS / OET achieved at the NMC required level and CBT only

### **Prior to arrival in the UK, the Health Board requires the following:**

- HCL, if using an agent, must ensure the detailed requirements of the Health Board regarding skills required to the various job specifications are shared prior to sourcing candidates. HCL will undertake a check of the candidates prior to their CVs being forwarded to the Health Board to ensure they meet the HBs requirements.
- IELTS or OET Level Achieved – at the level required to register with the NMC (documented evidence must be provided to the Health Board with the individuals CV prior to interview).
- Validated copy of English level achieved is required by the Health Board.
- The individuals will be supplied with a hidden vacancy number to complete an application form on Trac.
- HCL will be required to supply the HB with the documentation listed and the HB will upload onto the individuals Trac record.
- HCL will provide the Health Board with the following documentation:
  - Individuals CV;
  - Qualifications (transcript in English);
  - Current up to date Passport;
  - Up to date references (work gap history if required);
  - Up to date Overseas Policy check;
  - ID documentation x 2 (proof of address);
  - Evidence of successful completion of CBT;
  - Evidence of NMC Decision Letter received or application in progress;
  - Evidence of TB and OH if relevant;
  - UK Entry Clearance.
- 1:1 Support from HCL to quality assess nurse NMC paperwork prior to submission to NMC.
- 1:1 Support from HCL to support nurse to complete VISA application.
- A detailed travel itinerary for each nurse engaged will be provided to the Health Board a minimum of 5-7 days prior to the nurse travelling to the UK. Any exception to these timeframes will be the exception rather than the norm and must be agreed with the health board.
- The Health Board recruitment process via skype will include:

- Drug test / medication calculation assessment
- Face to Face interviews via skype (supported by HCL Account Manager)
- Clinical Skills Assessments to assess technical procedural knowledge of nurse
- HCL will support the Health Board to find suitable accommodation prior to the nurse arrival in the UK.

**On arrival to UK, the Health Board requires the following:**

- HCL will meet and greet each cohort at the airport and travel with them to Wales to settle them into their allocated accommodation.

**Pastoral Care/After Care:**

- HCL will make contact with each nurses following arrival on days 1, 3 and 7. Further keeping in touch days will be arranged for each cohort.
- HCL will provide each nurse with a dedicated contact number/helpline between 9-5, 7 days per week.
- HCL will provide guidance and support to the nurses to source suitable mobile phone access and home communications in the UK.

**General:**

- Number of nurse new starters = 6 per month (to start with HB in cohort groups)
- The Geographical target of the Health Board nurse recruitment campaign will be predominantly in the Philippines and India; the Health Board will consider recruitment from other countries ( Non-EEA) with the exception of those developing countries listed on the UKs Recruitment Ethical Code of Practice when actively targeting recruiting healthcare professionals from overseas.
- The Health Board will provide its own interview/values questions, to be kept confidential and not shared with candidates prior to interview. The questions will be changed periodically.
- If HCL use an agent (Philippines/India) to source nurses, assurance is required that no assessment criteria or interview questions are shared with this agent.
- HCL will quality check all invoices prior to them being sent to the Health Board. HCL are required to send all invoices to the Health Boards designated email account, [overseasrecruitment.abb@wales.nhs.uk](mailto:overseasrecruitment.abb@wales.nhs.uk)
- Any inaccuracies in the invoice will be rectified by HCL and a new invoice submitted within 7 days of it being raised with HCL.
- A dedicated Account Manager assigned to work with the Health Board with the requirement for weekly conference call initially and moving to bi-weekly at an agreed stage of the campaign.
- Weekly review meetings will be required between HCL and ABUHB to review performance against the specification.

## **Section 5: Health Board Support**

- The Health Board require HCL use the recruitment branding to promote nursing opportunities in the Health Board.
- The marketing and branding information in section 1 and 2 of this specification will be used as part of the marketing campaign.
- The Health Board will issue all Terms and Conditions of Employment to the nurses recruited through this campaign.
- The Health Board reserves the right to place the overseas nurse at a geographical location based on service need. The priority areas will be Nevill Hall hospital in Abergavenny and the Royal Gwent Hospital in Newport. The Health Board will recruit each month for a specific location starting with Nevill Hall hospital. All job offers will be in cohorts for specific sites.
- The Health Board will provide a letter for each nurse, on receipt on confirmed accommodation, to confirm employment to enable the nurse to open a bank account.
- The Health Board will endeavor to set up/arrange support buddies to assist them to settle into the community and Health Board.
- The Health Board will provide support to prepare the nurse for their OSCE assessment. The HB will recommend the test center for the nurse to book their assessment. The overseas nurse, in line with immigration requirements, will have 8 months to pass their OSCE assessment.
- The Health Board will arrange a work place mentor to offer support with orientation, UK nursing practices, signposting to services etc.
- The overseas nurse will join the Health Board on a Band 4, current starting salary point £21,089 per annum until their NMC registration has been confirmed.
- The Health Board will move the overseas nurse to a Band 5 salary scale on receipt of NMC registration/PIN. The HB will back date the increase to the date the PIN was confirmed by the NMC. The basic salary scale for this post is currently £24,214 to £30,112 per annum.
- The Health Board will review all experienced nurses salary spine point 3 months after NMC registration.

## **Section 6: Overseas Nurse Benefit Support Package**

The Health Board will offer the following benefit support package to the overseas nurse, this is to meet the immigration requirements and to support settling in the UK:

<b>Candidate Introduction Fee (payable to HCL)</b>	<b>P.O.E.A Agency Fee</b>

<b>Summary of Financial Support</b>	<b>Costs Reimbursed / Paid</b>	<b>Payment Process</b>	<b>Recoverable financial support from Nurse</b>	<b>Requirements of Health Board</b>
Certificate Of Sponsorship Fee				
Immigration Skills Charge ( <b>£1,000 per year up to maximum of 3 years initially with ability to extend a further 2 years increasing total costs to £5,000</b> )				
IELTS/OET Exam				
Computer Based Test (CBT)				
NMC Initial Application				
OH & Tuberculosis Clearance ( <b>Prior to travel</b> )				
IHS Fee (£400 per year of Visa)				
Visa Fee				
Visa Priority Processing fee -3 to 5 days				
Visa walk in fee				
Objective Structured Clinical Examination ( <b>OSCE</b> )				
NMC PIN				
Economy Flight to UK				



Onward Travel (Travel from airport to South Wales)				
Welcome Food Pack (on arrival in accommodation organised by division)				
Accommodation on arrival to UK (First month rental fees up to £600)				
Credit Union Card (Voucher)				
Rental Bond (The Health Board will support paying these costs to support the nurse to settle in the locality and reclaim the money over the specified period)				
Letting Agent Fee (The Health Board will support paying these costs to support the nurse to settle in the locality and reclaim the money over the specified period)				

- variable cost exact amount billed
- † Taxable to the nurse at the end of the financial year
- Ⓟ Nurse benefit package payback (currently clarifying with Finance colleagues)

## **Section 7: Payback Arrangements**

### **1. HCL Introduction Fees**

The table below outlines a 12 month reducing rebate period between HCL and the Health Board. The rebate applies only to the HCL fee and is payable if a candidates leaves the Health Board during the period described, from contracted start date at the Health Board.

Month	Rebate percentage
0-6	
7-9	
10-12	
13+	

## 2. Rebate of Overseas Benefits Support Package – Overseas Nurse

The overseas nurse will be expected to sign and agree to a 2 year payback period from the date of NMC registration (PIN), as detailed in the table below, should the nurse leave the Health Board within 2 years of their NMC registration:

Period of Service	Amount of benefit support package to be repaid
Less than 6 months	
6 – 12 months	
12 -24 months	

The nurse will be asked to sign a form to sign to agree to these terms prior to joining the Health Board.

## **Section 8: Additional Contract Terms**

### 1. Contract review and termination

The health board reserves the right to terminate the Contract (in whole or in part) immediately at any point by serving written notice to the Contractor in any of the following circumstances:

- Failure to meet the requirements as detailed above in the specification, including the agreed KPIs (e.g. 6 new starters per month/ 12 new starters per 8 weeks) or failure to perform against the agreed implementation plan. Upon receipt of the intention to terminate the contract from the health board, the contractor will have a period 30 days to remedy any failures or breach of contract outlined in the health boards intention to terminate; or
- the Contractor becomes Insolvent or otherwise ceases to be capable of providing the Services; or
- the Contractor is in default of any duty of care or any statutory duty owed to the health board and/or Beneficiary and/or any patient, member of staff or agent of the health board and/or Beneficiary.

The contract will be formally reviewed 6 months from the commencement date of the contract as per the 'Long Stop Date' (as detailed in 'Order Form For Standard Services'). The purpose of this review is to either:

- Increase recruitment targets once initial targets have been achieved. Any new targets will be agreed and negotiated between the health board and the contractor.
- To terminate on the basis of failure to deliver requirements within the specification, including agreed number of new starters per month.

### 2. Variation of the contract

- Although the contract will be formally reviewed after 6 months, there will be a series of informal reviews during the contract period in which the health board reserves the right to make reasonable variations to the specification and the Contractor shall not unreasonably withhold or delay its consent to such variation.
- The Contractor may at any time propose In Writing to the health board (with supporting information) any reasonable variation to the Specification where the Contractor is able to demonstrate to the health board that such variation would improve value for money to the health board (including the quality of the Services or the way they are delivered or provided pursuant to the Contract).
- Any change to the Services or other variation to this Contract shall only be binding once it has been agreed In Writing and signed by an authorised representative of both Parties.